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Approved For Release 2001/07/28 : CIA-RDP78-03991A000500050009-2

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 26 May 1955

FROM : Chief, Real Estate and Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

## a. Admin. Bldg.:

- (1) All renovations in new IAC Conference Room have been completed with the exception of hanging the drapes and placing of conference table which has not been received. ONE has not determined color scheme for Room 119, IAC Reception Room.
- (2) PBS group forces are making final arrangements for removal of steel pole from roof of [REDACTED] and will install in front of Administration Building. 25X1A
- (3) PBS group forces are fabricating necessary ducts required for ONE air conditioning. Actual installation to start in near future.

## b. Tunnel Project:

This project has been completed and final inspection was made.



## c. Additional Space for Medical Office:

A study is in progress relative to additional space required by the Medical Office in Central Building.

## d. Additional Space for Staff D, DD/P, [REDACTED]

25X1A

Management Staff was moved from the first floor of Building [REDACTED] on 25 May. Incentive Awards Committee was moved from Curie Hall same date. Management Staff employees being moved from second floor of Building [REDACTED] this date. PBS group forces are scheduled to start demolition of first floor partitioning in Building [REDACTED] this date. Every effort is being made to accomplish Staff D alteration requirements as expeditiously as possible.

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25X1A

## e. [REDACTED] Committee Space, 2210 E Street:

This Office is investigating request made by [REDACTED] Committee for painting and installation of fluorescent fixtures on third floor.

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25X1A

f. [REDACTED]

Division representative processing for trip to Field

25X1A

for meeting with [REDACTED] and  
A-E on 31 May in connection with the negotiations of  
site selection and drawings for schematics.

25X1A

g. TSS Laboratory at [REDACTED]

Work scheduled to start about 1 June 1955.

2. General:

Regulation covering the functions of the Space Maintenance & Facilities Branch has been scheduled for completion on 15 June.

3. Projects and Studies in Process:

a. Construction and Utilities:

25X1A

(1) [REDACTED]

(a) Record Center Bldg.:

A thunder shower of approximately 1.5" of rain during the past week caused some damage to adjacent property and damaged the top soil placed by the contractor. An inspection was made and recommendations to correct this situation will be made.

25X1A

(b) [REDACTED] Air Conditioning:

Execution of contract pending approval of General Counsel and delegation of authority to [REDACTED]

*Rel. 7 Amherst  
signed by  
D/C 5/17/15*

25X1A

25X1A

(2) Commo, [REDACTED]

(1) Cable from Field containing additional data on sewerage disposal system received this date and now being reviewed.

(2) Bids on equipment for air conditioning installation on hand and being reviewed.

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b. Real Estate:-

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## (1) Release of [REDACTED]

*5/20/81  
for DDCI*

Decision made to release the [REDACTED] premises. Lessor notified that occupancy will not be required beyond 30 June. Government-owned improvements located on the premises are being declared to GSA for disposal.

## (2) Rehabilitation of New Compound, [REDACTED]

25X1A

Field authorized to spend \$15,000.00 for subject work.

## (3) Renovation of Commo Space, [REDACTED]

25X1A

\$1,200.00 transferred to the [REDACTED] for renovations and air conditioning of subject space.

## (4) Air Conditioning, [REDACTED]

25X1A

a. Field authorized to purchase 2 air conditioners at an estimated cost of \$600. for use in a Safehouse.

b. Request to install 1 air conditioning unit in an operational office is being considered.

## (5) Lease of New Office Space, [REDACTED]

25X1A

Field authorized to lease office space at a rental of \$285.00 per month and \$7,140 Key Money, plus \$4,300.00 for partitions and furnishings.

25X1A

## (6) Permit for [REDACTED]

Subject permit signed by Director of Logistics and copy returned to the [REDACTED]

25X1C

## (7) Air Conditioning of Office Space, [REDACTED]

25X1A

Denial was given to field's request that Agency contribute funds for air conditioning of space occupied by the [REDACTED] has no funds for air conditioning in [REDACTED]

25X1C

25X1A

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25X1A

(8) Additional Space, [REDACTED]

Request from Field for additional space has been received by the [REDACTED] and is being considered.

25X1C

(9) Air Conditioning, [REDACTED]

Field requested that efforts be made to have the [REDACTED] approve nine air conditioning units which are to be used for replacements. Matter being discussed with [REDACTED]

25X1A

(10) Housing, [REDACTED]

NEA requested that costs and other information be furnished on construction of 2 houses at subject location.

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(11) [REDACTED]

Meeting held with representatives of NEA for the purpose of determining the method for obligation of \$100,000.00.

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26 May 1955

3C - Space, Maintenance and Facilities

- 25X1A      a. [REDACTED] - Space for DD/P:  
Move of IO Division from Tempo J and K Buildings to [REDACTED] 25X1A started on 23 May and completed on 24 May 1955.
- 25X1A      b. [REDACTED] - Transformer Project:  
Final inspection being delayed pending correction of deficiencies with respect to acoustical ceiling tile.
- 25X1A      c. Agency Telephone Survey:  
Pressure of other deadlined work has precluded resumption of this survey.
- 25X1A      d. [REDACTED]  
Except for a few minor items, this project has been completed.
- 25X1A      e. [REDACTED] - Motor Pool:  
Plumbing and partitioning has been completed; small amount of electrical work, installation of asphalt tile flooring and painting remain to be accomplished.
- 25X1A      f. [REDACTED]  
Contractor is making every effort to complete this project by the end of this week.
- 25X1A      g. Moves:  
Completed during past week:  
ORR (partial) within 1100 Wing Tempo M, 20 May  
DDP/IO from Tempo K to [REDACTED] 23 and 24 May  
DDP re-shuffle within Tempo I-J-K-L, 24 May  
Security Office, within I Building, 24 May  
Management Staff from [REDACTED] 25 and 26 May  
Incentive Awards Committee from Curie to [REDACTED] 25 May

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26 May 1955

3C - Space, Maintenance and Facilities

g. Moves: (Cont.)

Tentative for coming week:

ORR (partial) within Tempo M Building, 27 May



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Chief,  
Real Estate and Construction Division

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